

**Meeting of the Board of Directors of the
State House Visitor's Center and Gift Shop
Thursday, October 29, 2013 at 10:30 A.M.
Providence Warwick Convention & Visitors Bureau
G-Tech Building
10 Memorial Blvd.
Providence, RI 02903**

Meeting Minutes

1. The meeting was called to order by Chairperson Kristen Adamo at 10:39 A.M. with the following members present: Kristen Adamo, Jon Stevens, John McNiff and Sue Ellen Kroll. Others present included Alicia Philippe, Paul Caranci, Stacy DiCola (Secretary of State's Office), Jess Unger (Governor's Office), Tom Viall and Nicole Courtemanche (RI.Gov). Members, staff and guests introduced themselves.

2. Upon a motion by John McNiff, seconded by Kristen Adamo, the minutes of the September 26, 2013 meeting were unanimously approved as submitted.

3. Jess Unger summarized the progress made on the work of volunteer graphic designer Brian Jones. He created a theme or brand for the gift shop. His design ties in a theme created for the Charter museum and draws on a prior RI campaign called Discover RI. The words "gift shop" are not used. Instead, the brand focuses on the

“visitor’s center” and promotes those words. The Committee members agree that a gift shop is implicit in the description of a visitor’s center. Jess will continue to work with him to perfect the theme but the Committee expressed their support of the conceptual design, the typography and asked that a thank you be sent acknowledging the dedication and commitment of Brian Jones.

4. Agenda item #5 was discussed next so as to accommodate the schedule of Tom Viall and Nicole Courtemanche, who attended the meeting to present the RI.Gov version of a POS system. RI.Gov’s system is does not represent the type of POS system that the Committee originally envisioned, but the cost of that program may be prohibitive. The RI.Gov proposal is one of the alternative options available for consideration. Their presentation highlighted the process and pointed out the various pros and cons about using the RI.Gov system. The system can be set up within 7-days if we do not accept AmEx, or 10-days if we do. Training is available immediately and three days are required to test the system.

Another alternative is the Square. One of the initial concerns about using the Square is the security of using a wireless network. Kristen Adamo will check with Verizon and Cox to determine if either can provide a cost effective solution to that problem. The Committee agreed that since the Square provides an inventory control, it would be preferred to the RI.Gov system if wireless Internet security can be provided.

The Committee, upon a motion by John McNiff, seconded by SueEllen Kroll, voted unanimously to authorize Kristen Adamo to enter into

discussion with Verizon and Cox to determine if a cost effective, secure wireless network can be provided. Adamo was further authorized to enter into an agreement with one of those providers if our concerns can be satisfied.

Kristen Adamo then made a motion, seconded by John McNiff to enter into an agreement with RI.Gov if Verizon or Cox cannot provide for our security needs.

SueEllen Kroll suggested that we have a manual credit card swipe machine that can be used as a back-up should the computer system fail. The RI Humanities Council may have an extra one that can be donated for our use.

5. Because of the issues associated with the acquisition of a POS system, as well as the delays in acquiring adequate staff personnel, the Committee suggested moving the target date of the soft opening to December 1st. All members present agreed.

6. Time considerations prevented a discussion of initial inventory for the gift shop. Jessica Unger will forward an update to Committee members by email and they will be made a part of the meeting minutes. This information will also be provided to Alicia Philippe so that she can finalize the ChemArt arrangements. SueEllen Kroll moved, and Kristen Adamo seconded the motion, to authorize Alicia Philippe to make final decisions on inventory.

7. Jess Unger noted that the Department of Administration is installing the book shelves which have already been delivered. The installation should be complete in a day or two. Still to be done is the replacement of the door and the lettering on the door's glass panel,

and the track lighting.

8. The meeting was adjourned at 11:38 A.M.